

Nutrition/Health Volume  
Certification Section

Program Explanation to the Participant (2.03200)

ER# 2.03200

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**POLICY:** The local WIC provider (LWP) shall provide an explanation of the Missouri WIC Program rights and responsibilities to the participant at certification or recertification. The LWP shall require a signature acknowledging that the participant understands their rights and responsibilities.

**PROCEDURES:**

- A. Any staff at the LWP shall explain, at a minimum, the following items:
1. Purpose and function of the Missouri WIC Program as a medical-nutritional health care service that provides supplemental foods.
  2. Importance of the foods being consumed by the participant, and not other family members.
  3. Change of an established food package because of participant preference.
  4. Rules and regulations of the local WIC provider, especially those related to appointments and nutrition education.
  5. Presence of parent or legal guardian at certification or recertification appointments to verify income, verify family size and sign consent form. If circumstances prevent this refer to [ER# 3.03800](#) regarding proxies.
  6. Required presence of the applicant at certification or recertification, except for very unusual circumstances. Refer to [ER# 2.02700](#).
  7. Health services and nutrition education that will be made available to them with encouragement to participate in these services.
  8. At each certification visit, the LWP shall inform the applicant, participant or guardian, in easy understandable language, of their rights and responsibilities related to their participation in the WIC Program.
    - a. Participant rights and responsibilities are listed on the participant's identification folder and the WIC-10, which serves as the copy of Rights and Responsibilities given to the participant.
    - b. If the participant is unable to read, the LWP shall read the rights and responsibilities statement aloud to the participant prior to obtaining the signature.
    - c. After the participant has been informed of these rights and responsibilities, the LWP shall obtain an electronic signature and save in MOWINS. The signature:

- i. Acknowledges notification and understanding of rights and responsibilities.
    - ii. Certifies that all information provided for eligibility determination is correct.
    - iii. Provides consent to release necessary information to USDA and the Department of Health and Senior Services for program administration.
  - d. The participant shall not have the option to refuse to sign the rights and responsibilities statement. The LWP shall inform a participant who refuses to sign the form that benefits cannot be provided without the signature.
- 9. The use and importance of the participant identification folder.
- 10. Where the food instrument can be redeemed. Refer to [ER# 3.08300](#).
- 11. Illegality of dual participation.
- B. The LWP Para-Professional staff shall provide the initial nutrition education contact to all participants. Refer to [ER# 2.06000](#).
  - 1. Document in the Missouri WIC Information Network System (MOWINS) after participants have received all required program explanations (part of topic "00" on the Nutrition Education contact).
- C. On future visits, any staff shall ask the participant:
  - 1. If changes are needed to their food package. Refer to CPA if a change is requested.
  - 2. Ask if the participant had problems at the store. Report problems according to instructions in the [ER# 3.08400](#).
- D. Each participant must reapply at the end of the certification period and be reassessed for Program eligibility.
- E. The relationship between WIC staff and the participant is a partnership with open dialogue and two-way communication.
- F. Missouri serves all priorities of women, infants and children. The priority system is:
  - 1. Priority I - Pregnant women, breastfeeding women and infants at nutritional risk with documented medical conditions.
  - 2. Priority II - Infants except those in Priority I.
  - 3. Priority III - Children at nutritional risk with documented medical conditions.
  - 4. Priority IV - Pregnant women, breastfeeding women and infant due to inadequate diet.
  - 5. Priority V - Children at nutritional risk because of inadequate diet.
  - 6. Priority VI - Postpartum women at nutritional risk.

7. Priority VII - Individuals certified for WIC solely due to homelessness or migrancy and those previously certified participants who might regress in nutritional status without continued provision of supplement foods.